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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Logistics Office Objectives Review,  
Second Quarter, Fiscal Year 1954

1. The Logistics Office objectives for fiscal year 1954 have been analyzed for each organizational element. This analysis included a review of the objectives completed during the second quarter, a determination of additional objectives to be included during the balance of FY-54 and the status of those objectives which were established at the beginning of the current fiscal year.

2. During the second quarter of FY-54, the following projects and/or programs were completed by various organizational elements within the Logistics Office:

a. The vital materiel phase of the records management program has been activated.

b. A performance type budget has been established for operational use which reflects the detailed program objectives of the Logistics Office.

c. Procurement directives for the establishment and implementation of the procurement portion of a world-wide logistical system have been developed and forwarded to the Regulations Control Staff for formal collaboration and publication.

d. Detailed planning for the [REDACTED] logistical support base has been completed.

25X1A

e. Real Estate and Construction directives effecting CIA activities world-wide have been developed and forwarded to the Regulations Control Staff for formal collaboration and publication.

f. Developed and implemented an efficient and economic system for the operation of Agency trucks in the continental limits of the United States.

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g. Ascertained the most economical and efficient method of furnishing vehicular support in the metropolitan area of Washington.

h. Developed and published procedures for reporting motor vehicle accidents.

i. Developed and distributed to Area Divisions rate tables for the purpose of estimating transportation costs.

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3. During the last six (6) months of FY-54, the Logistics Office anticipates major progress in the accomplishment of those objectives as indicated in enclosure 'c'. These objectives will be reviewed at the end of the third quarter to determine the extent of progress, what new objectives should be added and to publish a revised summary.

4. The completion of those projects and/or programs as indicated in enclosures 'a' and 'b' and in paragraph 2 above indicates that continual progress has been made during the past year toward placing the Logistics Office in a better position to accomplish its mission and to carry out its responsibilities. Every effort will be made to accomplish those objectives listed in enclosure 'c' during the last six (6) months of the current fiscal year.

5. It should be noted that during the second quarter of FY-54, ten (10) projects and/or programs were completed and are now in operation.

25X1A

JAMES A. GARRISON  
Chief of Logistics

3 Encls.

- 'a'-Projects and/or Programs  
completed during last 6 mos., FY-53
- 'b'-Projects and/or Programs  
completed during 1st qtr., FY-54
- 'c'-Programmed Objectives  
Balance of FY-54

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